



## ITEM #300

MINUTES of the Regular meeting of the Coquitlam Public Library Board held on Wednesday, October 24, 2012, in the Board Room, Coquitlam Public Library, 575 Poirier Street, Coquitlam, BC

Present: Jack Trumley, Chair  
Bill Leung - Treasurer  
Ron Lee - Trustee  
Councillor Linda Reimer  
Lance Gueck, Vice Chair  
Ann Carlsen – Trustee  
John J.J. McCullough – Trustee

Also Present: Rhian Piprell, Director  
Silvana Harwood, Deputy Director  
Sandra Haluk - Administrative Assistant

Regrets: Barbara Mitchell – Trustee  
Bertha Rojas – Trustee

### **CALLED TO ORDER**

Jack Trumley, Chair called the meeting to order at 6:00 pm.

### **AGENDA**

Item #200 Approval of Agenda  
  
#51 - Moved by Lance Gueck  
- Seconded Bill Leung

**THAT the agenda be received.**

**carried unanimously**

### **APPROVAL OF MINUTES**

Item #300 Approval of the Minutes of the September 26, 2012 meeting.

- #52 - Moved by Ann Carlsen
- Seconded Ron Lee

**THAT the minutes of the September 26, 2012 meeting be approved.  
carried unanimously**

### **AGENDA ITEM #500d - moved forward**

Item #500d Councillor Liaison Report – Councillor Linda Reimer

- Included in the City budget is \$ 3,500 for the ‘new’ City Centre branch grand opening
- ‘New’ library is on time and on budget
- The MK Sorter arrived early – installation and testing underway
- Opening the ‘new’ branch is a priority and any adjustments (if needed) with the construction/furnishings will be dealt with in January/February 2013.
- The ‘new’ City Centre branch is looking very beautiful and is an asset to our constituents
- Evergreen Line – Lincoln station is approved - track will be running near the ‘new’ branch and the station will be located near the Evergreen Cultural Centre. The Board expressed possible challenges regarding the security and parking in the area in 2016 – situation will need to be monitored and both the RCMP and Skytrain Police are aware of potential issues.

Councillor Linda Reimer left at 6:20 pm to attend a previous engagement.

### **CONSENT AGENDA**

Item #301 Approval of the Consent Agenda

- #53 - Moved by Bill Leung
- Seconded by Lance Gueck

Item #302 **Director's Board and Variance Report** – Rhian Piprell  
Director’s report received.

Overall review of the written report:

- New Library
  - Construction – staff are busy temporarily labelling shelves in both the old and new library in preparation for the move. Walk through with the Architects, Shelving Contractors and the City and busy resolving issues as they arise.
  - Communication – Jodie Lush, Communications Officer from the City has provided excellent publicity informing the public of the move and will provide publicity for the Grand Opening
  - New Library Events – Bertha, Ann, Silvana and Rhian have been working on the plans for the Grand Opening on November 24<sup>th</sup>.
  - Public Art Embrace BC Grant – Staff and the jury had its first meeting on October 9<sup>th</sup>. J.J., Ron and Bertha (representatives of the multicultural

- committee) Silvana and Rhian attended. Great discussion about the process and selection. Next stage is to put out the call for artists to apply followed by a selection in January
  - Display Cases – We received a community grant for two display cases. Thank you to Silvana for all her hard work on making this happen.
  - Furniture – Silvana is organizing the re-use of old CC furniture at Poirier
- Finance
  - Variance Report for September – total grants and revenue are above budget estimates, and expenditures are below budget estimates. Some of the percentages are due to lump sums paid at a particular time during the year.
- Conferences/Meetings
  - The ‘Heads of Departments’ meeting this month was a lecture at Vancouver Public Library on the Future of Information Services. An excellent presentation and underlined many of the things that Rhian has been advocating such as library space and a place to provide for community creativity
  - Silvana represented CPL at a meeting to review the Early Childhood Development (ECD) Accord
  - Jack and Rhian met with the City about a leasing agreement
  - Rhian chaired the Community Partnership Planning meeting
  - Rhian attended a telephone conference about providing outreach for the National Reading campaign and a meeting about the BC launch of the Accord – moved from the 13<sup>th</sup> to the 20<sup>th</sup> of November.
  - Silvana attended Family Plan and Learn meeting at the Mall. Plans are underway for the 5-year anniversary of this event at Coquitlam Centre planned for late January.
  - Rhian attended a Tri Cities Literacy Group steering committee meeting
- Human Resources
  - New postings – we hired a second full-time Library Technician to work on the information desk at the new library
  - Union – CUPE has given notice that they want to start bargaining. We will bring our proposals to the November board meeting and hope to begin bargaining in January
- Engaging with the community
  - We participated in the ‘Welcome to Coquitlam’ event – we had approximately 392 people visit our tables and 65 our book bus
- Services and Programming
  - ‘Living Library’ program was successful and well attended
  - Janice Williams is now coordinating the citizenship program. New session is planned for this fall in partnership with ISS
  - Met with staff to discuss plans to move forward with our ‘World Languages’ collection
  - Silvana attended a webinar on a new statistical software program being used by the province and CULC – good assessment tool for our library

In addition to the written:

- Membership fees for CLA – what was decided

**Action:** *Rhian will look into this further and follow-up by email*

Item #305

Financials:

- a) Statement of Financial Activities ended September 30, 2012 – received
- b) Balance Sheet as at September 30, 2012– received

Item #500 Other Meeting Reports:

- a) Friends of CPL – by J.J. McCullough  
Summary of the 'Friends' AGM on Saturday, October 20, 2012 prepared by Jamie McCarthy, President – received
- Book Lovers Calendars – will be on sale for \$10 and available at the 'new' City Centre Grand Opening
  - Friends are looking forward to participating in the Grand Opening on November 24, 2012 and excited about having their own table to promote themselves and upcoming projects for 2013
  - VolunteerFest – six new members joined the Friends
  - Book Sale – Saturday, May 4, 2013
- b) InterLINK Report – by Lance Gueck  
Board Meeting Summary September 25, 2012 – Strategic Plan Updates - received
- October 26 & 27, 2012 InterLINK Summit – Board members are invited to attend – Rhian and Lance attending
- c) BCLTA – by Ann Carlsen
- Remuneration survey closed as of October 24, 2012 – 10 surveys received of which 50% were completed fully. Survey was very long and detailed – looking into revising it
  - Future efforts will be focused on:
    - Governance
    - Revising the TOP's program
    - Better Board Chair program
  - Developing a PMP (Performance Management Process) – collecting data from various libraries. CPL at this time will not be providing a copy of their existing PMP because revisions are currently underway
  - Attended UBCM meeting – future regional meetings in the new year – representatives from Boards to assist
- d) 'Future of Libraries and Cities' with Google Futurist Thomas Frey – report by Lance Gueck and Ann Carlsen
- Lance and Ann attended the session on October 23, 2012
  - Discussed possible major shifts in technology that may re-shape the future
  - Libraries threatened by technology – information is readily accessible from home computers
  - The future is technology driven – libraries need to look to the future e.g.: 3D printing, multi-visual media such as soundproof rooms, music, etc.
  - Library is a meeting place where people can meet and interact 'Living room of our Community'.
  - CPL is always looking forward to the future and the many possibilities – exploring and responding to change, growing with the times.

## **ITEMS FOR DISCUSSION AND/OR DECISION**

**Administrative Note: Please have all agenda items in by Friday morning prior to the Board meeting for the following Wednesday.**

Item #601 Old Business

- a) Coquitlam Foundation Gala
  - Gala event November 15, 2012 at 6:00 pm. – 4 attendees representing CPL; Rhian, Jack, Lance & Bill
- b) City Centre Grand Opening
  - Event is scheduled for Saturday, November 24, 2012. The committee has been working very hard – a spreadsheet outlining the many ‘things to do’ is currently in the works. Many ideas/suggestions were discussed – great contribution by all
  - The Coquitlam Now is working together with CPL on a two-page (centre) spread on the event.

***Action Item: Silvana will be forwarding a list of items (donations) needed for prizes***

***ACTION ITEM: Rhian will be contacting ‘The Now’ newspaper to arrange a photo op for the Board and the ‘new’ library.***

Item #602 New Business

- a) Budget Presentation
  - Budget presentation is on November 14, 2012 at 1:00 pm. Rhian and Jack will be presenting the budget. Allotted time is between 8 – 10 minutes long and includes the prepared budget binder and PowerPoint presentation.
  - Based on a budget recommendation from the City, Rhian gave the Board a ‘pre’ budget PowerPoint presentation and encouraged feedback. Received great feedback and suggestions.
  - Board members are encouraged to attend
- b) Leases
  - Copy of the October 16, 2012 ‘draft’ Building Operating Agreement was handed out to the Board. The ‘Building Operating Agreement’ makes it much clearer as to who is responsible for what e.g. The City vs. CPL.
  - After much discussion and with special attention to the Insurance, section 7 and Abandonment, section 5.3 it was agreed to move forward.

- #54** - Moved by Bill Leung  
- Seconded by Ann Carlsen

**That the CPL Board accept this Building Operating Agreement on the conditional compliance of the Insurance clause, section 7 and satisfactory clarification of Abandonment, section 5.3 carried unanimously**

- c) Nesika Awards Event

- Friday, November 23, 2012 from 3:30 pm – 5:30 pm. In honour of the Nominees and Recipients of the Awards promoting Multiculturalism in B.C.
- Ann would be glad to attend.

- d) Gallery Wall in the 'new' library
- Clarification is required between Evergreen Cultural Centre and CPL. The art wall is not exclusive to 'Evergreen'. A memorandum of understanding between the two parties is recommended.

***ACTION ITEM: Rhian and Ann will meet with Astrid (Evergreen) to clarify the partnership***

***ACTION ITEM: Rhian will check with the City if their approval for art in the library (public building) is required***

Upcoming Meeting/Events:

Coquitlam Foundation Gala – November 15, 2012  
Nesika Awards – November 23, 2012

**ADJOURNMENT**

Motion to adjourn – Lance Gueck  
Meeting was adjourned at 9:05 pm

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Minutes by: Sandra Haluk,  
Administrative Assistant

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Jack Trumley, Chair

Date Signed: \_\_\_\_\_

**THE NEXT REGULAR BOARD MEETING**  
**6:00 PM**  
**WEDNESDAY, NOVEMBER 28, 2012**  
Board Room  
Coquitlam Public Library - Poirier Branch  
575 Poirier Street, Coquitlam, BC V3J 6A9